



**STATE OF TENNESSEE**  
**TENNESSEE COMMISSION ON CHILDREN AND YOUTH**

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**VOLUNTARY BUYOUT PROGRAM**  
**BUSINESS JUSTIFICATION**

**I. Executive Summary**

The Tennessee Commission on Children and Youth has identified two remaining positions within the former accounting/fiscal section as the group eligible for participation in the Voluntary Buyout Program. The majority of the Commission's fiscal services are now provided by Shared Services Solutions, which is capable of picking up the fiscal responsibilities remaining at the Commission. This includes an accountant 2 and an administrative secretary. The administrative secretary's responsibilities also include entering attendance and leave data, a function that will change when Edison is fully implemented.

**II. Business Justification and Assessment**

The business environment for Tennessee Commission on Children and Youth results in identification of the remaining accounting/fiscal services positions within the agency as the ones that can most readily be absorbed by other employees, i.e., employees with Shared Services Solutions. Shared Services Solutions is a division of the Department of Finance and Administration whose mission is to provide high quality fiscal, procurement and human resources services for small state agencies. By deploying a team of experienced accounting, procurement and human resource professionals who provide services for a variety of small agencies, Shared Services Solutions is able to achieve improved efficiency and effectiveness through economies of scale. The Commission has been utilizing Shared Services Solutions for the majority of its fiscal services, and the long-term plan for the agency has been to transfer the fiscal functions handled by these staff to Shared Services Solutions as existing staff leave the agency. Additionally, the changes in reporting attendance and leave data with Edison implementation will spread those responsibilities from the administrative secretary in fiscal services to individual employees, with electronic approval by supervisors. The list of employees eligible for the Voluntary Buyout Program includes all administrative secretaries within the agency as a generic job class within the agency.

Other groups of staff within the Commission are not appropriate for the Voluntary Buyout Program as there are no functions within them that can be abolished or be reasonably assigned to other staff; therefore no positions could be abolished without adversely impacting performance of agency statutorily mandated responsibilities.


The Children's Program Outcome Review Team (CPORT) was the subject of much discussion in the 2008 budget process with the General Assembly and was fully funded in the final budget. It provides ongoing, independent evaluation of services provided to children in state custody and their families and the performance of the Department of Children's Services. It is considered an essential program by legislators, stakeholders all across the state, and the plaintiff's attorneys (Children's Rights, Inc.) and the Technical Advisory Group for the Brian A. federal consent decree. All 18 positions labeled as CPORT are essential for this program.

The Regional Councils program is required by statute, including the requirement for a locally based staff person in each development district. The Juvenile Justice program is required to administer state and federal funds, which essentially could not be effectively managed with fewer staff. These employees are paid with a combination of state and federal funds. The Ombudsman program has only two staff, and could not handle the volume of calls with fewer staff. They have recently added providing ombudsman services for child protective services cases, in addition to ombudsman services for children in custody and in relative placements.

The current level of staffing in the KIDS COUNT/Information Dissemination program is essential for the Commission to comply with its statutory mandates for advocacy, to issue an annual State of the Child report, to make budget recommendations, and to identify the impact of legislation pending before the General Assembly. Reductions in this area would jeopardize funding from the Annie E. Casey Foundation that supports the annual *KIDS COUNT: The State of the Child* publication and provides funding for half the salary for two of the positions. The six remaining positions are essential for overall agency operation, including two management/administration positions (executive director and associate director) and four administrative support personnel (executive secretary, administrative assistant, and two administrative secretaries) to support overall agency operations for the 45 remaining employees. These administrative support personnel are assigned to Juvenile Justice, Regional Councils and Children's Program Outcome Review Team.

### **III. Information for F&A Budget**

The three completed financial spreadsheets using the required formats are attached.



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Tennessee Commission on Children and Youth

June 6, 2008